

# Food Based Menu Production Record #1

California Department of Education

Purpose: to learn steps for determining the amount of food to serve.

Nutrition Services Division

Date and site		MENU (R)								Meal Count							
Date (R):  Site (R):  Offer versus Serve – Circle yes/no (R)											Students				Ad- ults	Total	
											Required				Opt.	Grp.	
										Age/grade groups (R)	Age 1-2	Pre- sch.	K-6	7-12	K-3		
										Estimated							
										Actual (R)							
A*	B*	1(R)	2	3	4	5a (R)	5b (R)	6	7	8	9	10 (R)	11 (R)	12 (R)			
Number of servings needed	Number of servings on hand	Food item and form used	Pur- chase unit**	Servings per purchase unit**	Serving size per purchase unit**	Planned serving size (by wgt. or portion)	Contribution to meal pattern (e.g. 2 oz M/MA)	(col. 5b÷ col.4)  Multiplier	(col. A- col. B)  Servings to prepare	(col. 6 x col. 7)  Total units required	(col. 8 ÷ col. 3)  Amount to prepare	Amount prepared in purchase units	A la carte/ adult servings	Left over serv- ings			
		Meat/meat alternative															
		Grain/bread															
		Vegetable/fruit															
		Milk															
		Extra foods															

(R) = Required information

\*Required for offer vs. serve, menu choice, portion adjusting, or if using leftovers

\*\*Refer to USDA Food Buying Guide

08/99

## Food Based Menu Production Record #1 - Instructions

Complete:

Date, Site, Offer versus Serve-circle yes/no & Menu

Meal count: complete by age/grade group. Note new required and optional age/grade groups. These may be a major change for schools with 7th grade and up. In a K-8 school you must either 1) serve all the 7-12th grade amounts, 2) divide into K-6 and 7-12, 3) divide into K-3, 4-6 & 7-12 or 4) divide into K-3 & 7-12 serving 4th grade and up the larger portions.

Col A: Number of Servings Needed: Record the total number of portions of each menu item to be available for breakfast, lunch, a la carte, adults, etc. (If any portions of that item are to be served on the reimbursement meal). If portions are adjusted you will need to complete Col. A-12 across for each different menu item with a different portion size.

Col B: Number of Servings on Hand: Note the number of portions of previously prepared items to be served on this meal.

Col 1: Food Item and Form Used: List each specified food ingredient which contributes to the meal requirements. Include a detailed description of the form used, i.e., frozen, fresh, diced in own juice, etc.

Col 2: Purchase Unit: Record in common units of measurement as purchased, i.e. pound, #10 can, each.

Col 3: Servings per Purchase Unit: Record (from Col 3 of the USDA *Food Buying Guide*) the number of servings or portions or portions each unit as noted in Col 2 will yield.

Col 4: Serving Size per Purchase Unit: Record (from Col 4 of the USDA *Food Buying Guide*) the reference serving size which is used to yield the servings per purchase unit of Col 3.

Col 5a: Planned Serving Size: Note here the amounts of each food item to actually be served, i.e. scoop size, or portion size.

Col 5b: Contribution to Meal Pattern: Note here the actual contribution to the meal pattern, i.e. 3/4 cup spaghetti & meat sauce = 2 ounces M/MA (meat/meat alternative) 1 G/B (grain /bread), 3/8 cup V/F (vegetable/fruit).

Col 6: Multiplier: This figure is computed by dividing the Col 5b figure by Col 4, i.e. 1/2 cup divided by 1/4 = a multiplier of 2.

### MULTIPLIERS:

Col 5b Planned Serving Size	Col 4 Serving Size Per Purchase Unit	Col 6 Multiplier
<b>MEAT/MEAT ALTERNATIVE</b>		
1/2 OZ	1 OZ	.5
1 OZ	1 OZ	1
1 1/2 OZ	1 OZ	1.5
2 OZ	1 OZ	2
<b>FRUIT/VEGETABLE</b>		
1/8 CUP	1/4 CUP	.5
1/4 CUP	1/4 CUP	1
3/8 CUP	1/4 CUP	1.5
1/2 CUP	1/4 CUP	2
5/8 CUP	1/4 CUP	2.5
3/4 CUP	1/4 CUP	3

Col 7: Servings to Prepare: Note here the number of servings you are actually going to prepare. Compute by subtracting the Col A figure from the Col B figure (Col A - Col B = Col 7)

Col 8: Total Units Required: Calculate this by multiplying Col 6 by Col 7 (Col 6 x Col 7 = Col 8)

Col 9: Amount to Prepare: To determine this amount, divide Col 8 by Col 3 (Col 8 ÷ Col 3 = Col 9). *Always round up if rounding is necessary.*

Col 10: Amount Prepared in Purchase Units: Record the actual amount of food prepared.

Col 11: A la Carte/Adult Servings: Record here the number of portions which were served on this date but not used as part of the reimbursable meal.

Col 12: Leftover Servings: Record here the total number of unserved portions left at the end of the meal service, whether they are to be released or discarded. Count if pre-portioned, estimate quantity leftover if bulk food used.

Extra Foods: Record all condiments and food items used that *do not contribute* toward the meal pattern, i.e. low fat ranch salad dressing, butter on vegetables or bread.